



# WILFORD SCHOLLES



## THE PROFILEXT

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### SAMPLE REPORT

The ProfileXT is the best, most up to date assessment tool for pre-employment screening and job applicant selection. It provides easy to understand results that companies can use to perfectly match the right person to the right job.

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INSPIRING CONFIDENCE IN YOUR PEOPLE DECISIONS

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Report designed for

**Cliff Rademeyer**

## ProfileXT®

### Interview Guide - Total Person

Performance Model: Sales Manager

Performance Model Date: 10/10/2012

Assessment Taken: 10/08/2012 Printed: 10/10/2012

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## Introduction

The interview is an important part of the selection process; however, studies show that most interviews are poorly done. Using a stock list of interview questions to ask every candidate will not lead the interviewer to the important areas necessary for the effective placement of each individual. This Interview Guide, coupled with the ProfileXT Performance Model Comparison, will help make each interview a valuable tool.

The scientifically developed Performance Model for this position reflects a solid understanding of what the job requires. The Total Person information related to this model allows us to create interview questions that will allow you to get the information you need to make the best possible decision about each candidate.

This report reflects the responses provided by Cliff Rademeyer when he completed the ProfileXT assessment. A Summary Graph is included that shows his scores and how he fits to the Performance Model for this position. It gives a quick overview of where he is in or out of the model and also shows his overall percentage match. The result for each characteristic is illustrated on a scale from 1 to 10. The darker area on each scale represents the best Job Match for the position. The enlarged segment of the scale shows where Cliff scored. If the enlarged segment is dark, Cliff is in the Job Match model. If it is lighter, he is not.

The interview questions provided are based on how well Mr. Rademeyer fits the Performance Model. Where he is outside the model the questions will take the interviewer into areas where potentially important information will be addressed. The questions provided where he is in the model provide you with confirmation that he is right for the job. Each question should be considered for use in his placement interview. A space is provided to record the interviewer's thoughts when the response to a question provides important information regarding placement in the position for which Mr. Rademeyer is being considered.

Please consult the User's Guide for additional information on using these results when working with Cliff. As discussed in the User's Guide for this product, the results from this or any assessment should never make up more than a third of the final decision in placements.

## Summary Graph

### Overall Job Match - 60%

Learning Index



Verbal Skill



Verbal Reasoning



Numerical Ability



Numeric Reasoning



Thinking Style  
53% Match

Energy Level



Assertiveness



Sociability



Manageability



Attitude



Decisiveness



Accommodating



Independence



Objective Judgment



Behavioral Traits  
56% Match

Distortion for this assessment is within the acceptable range.

### Top Interests for Cliff Rademeyer



Mechanical



Enterprising



Technical

### Top Interests for this Performance Model



Enterprising



Financial/Administrative



Mechanical

○ = Match

Interests  
81% Match

## Interview Questions

Interview questions are provided for Cliff to facilitate an effective interview process. Behavioral Considerations for each scale relate to his actual scores. Where the scores for Mr. Rademeyer fall within the Performance Model, one interview question is provided. Should he fall outside of the model, additional questions are provided.

### Thinking Style

#### Learning Index

An index of expected learning, reasoning, and problem solving potential.



#### Behavioral Considerations

Mr. Rademeyer achieved a Learning Index score outside the designated profile for this Performance Model. This suggests his approach to learning new information is different than the position typically requires. Discussions with him should determine his motivation for participating in training and what forms of training are most effective for him.

#### Interview Questions

- What training has worked for you in the past? What did they do that was so helpful for you?  
[Interviewer's Notes](#)
- Describe a situation when you had to really apply yourself to learn a new skill. How did you do?  
[Interviewer's Notes](#)
- Does the saying, "Practice makes perfect" apply to you? How so, or not?  
[Interviewer's Notes](#)

- What do you find most frustrating about the way some people train others to do things?  
[Interviewer's Notes](#)

## Verbal Skill

A measure of verbal skill through vocabulary.



## Behavioral Considerations

Mr. Rademeyer achieved a Verbal Skill score outside the designated profile for this Performance Model. This suggests that his vocabulary level is different than the position typically requires and he could have a problem or become frustrated communicating appropriately with others. Discussions with him should explore the possibility that the position may be at an inappropriate level for him.

## Interview Questions

- Describe the way people communicated at some of your previous jobs. What part did you play in those communications?  
[Interviewer's Notes](#)
- When receiving instructions from a co-worker, how do you prefer they explain themselves and what they want?  
[Interviewer's Notes](#)
- Would you say you are a speed reader, or do you prefer to carefully study written information? Or are you somewhere in between?  
[Interviewer's Notes](#)

- Describe a past situation in which a co-worker didn't seem able to get the point across to you. What did you do and how did you handle it?

[Interviewer's Notes](#)

## Verbal Reasoning

Using words as a basis in reasoning and problem solving.



### Interview Question

- If someone tells you how to do a job, but you have never done the work before, how do you show you've heard what was said?

[Interviewer's Notes](#)

## Numerical Ability

A measure of numeric calculation ability.



### Behavioral Considerations

On the Numerical Ability scale Mr. Rademeyer is below the designated Performance Model for this position. This suggests that his numeric calculation ability is less than the position typically requires and that he could have a problem with figuring data and computing formulas. Discussions with him should determine Cliff's potential for training, otherwise the position may be overly challenging and could lead to frustration.

### Interview Questions

- How do you deal with figuring percentages or fractions at work?

[Interviewer's Notes](#)

- When you figure change back from a purchase, do you ever catch an error?  
[Interviewer's Notes](#)
- Some people understand numbers better in a graph or picture, others can solve equations when the information is given in straight numbers. Which are you? What do you do when the information is given in the other form?  
[Interviewer's Notes](#)
- What challenges have you encountered in knowing how to figure out a number you need, or how to solve a problem? What do you do in these situations?  
[Interviewer's Notes](#)

## Numeric Reasoning

Using numbers as a basis in reasoning and problem solving.



## Behavioral Considerations

On the Numerical Reasoning scale Mr. Rademeyer is outside the designated profile for this Performance Model. This suggests that his ability to analyze numerical data as part of the decision making process is different than the position typically requires. Discussions with him should explore the possibility that for Mr. Rademeyer, the position may be inappropriate for his ability level.

## Interview Questions

- What resources have you used in the past to obtain help with mathematical tasks that you found difficult for you?  
[Interviewer's Notes](#)



- Tell me about the last time that you reviewed the figures from a chart, spreadsheet, or graph, drew a conclusion and were incorrect. How did you resolve the situation and how often does this kind of mistake happen for you?

[Interviewer's Notes](#)

- Tell me about a time when you had to get someone else to finish a portion of a mathematical task in which the difficulty and/or time available prevented you from finishing it on your own.

[Interviewer's Notes](#)

- In the past, have you developed a budget? Tell me about that experience.

[Interviewer's Notes](#)

## Behavioral Traits

### Energy Level

Tendency to display endurance and capacity for a fast pace.



### Behavioral Considerations

On the Energy Level scale Mr. Rademeyer is above the designated Performance Model for this position. This suggests that his drive and enthusiasm is greater than the position typically requires. Discussions with him should explore the possibility the position may not be sufficiently challenging to maintain his interest and/or level of performance.

### Interview Questions

- Tell me about a task or situation that really tried your patience.  
[Interviewer's Notes](#)
- Tell me about a time in your background when you were a driving, highly motivated worker.  
[Interviewer's Notes](#)
- Describe a situation you have experienced in which you successfully motivated others to accomplish more work for a deadline.  
[Interviewer's Notes](#)
- Tell me about a missed detail that caused a problem for you.  
[Interviewer's Notes](#)

## Assertiveness

Tendency to take charge of people and situations. Leads more than follows.



### Interview Question

- Describe a recent experience when you chose to be less assertive in order to get a consensus with a team of co-workers.

[Interviewer's Notes](#)

## Sociability

Tendency to be outgoing, people-oriented, and participate with others.



### Behavioral Considerations

On the Sociability scale Mr. Rademeyer is above the Performance Model for this position. This suggests that his cooperative orientation is greater than the position typically requires and that he may find an individualistic and competitive climate overly frustrating. Discussions with him should explore the possibility that he is better challenged by more group oriented work.

### Interview Questions

- Tell me about an experience you have had in which you successfully motivated someone to become more involved with the team.

[Interviewer's Notes](#)

- Tell me about a time when you had to work alone for an extended period of time.

[Interviewer's Notes](#)

- How do you make the best use of your time when you and your co-workers experience a lull in activity at the office?

[Interviewer's Notes](#)

- What is your favorite method of acquiring contacts and improving client/co-worker relations?

[Interviewer's Notes](#)

## Manageability

Tendency to follow policies, accept external controls and supervision, and work within the rules.



## Behavioral Considerations

On the Manageability scale Mr. Rademeyer is below the designated Performance Model for this position. This suggests that his willingness to follow standard procedures is less than the position typically requires and that he could have a problem with the capability to perform in this area. Discussions with him should determine his potential for frustration within the constraints of this position.

## Interview Questions

- In your own words, what is the role of management?

[Interviewer's Notes](#)

- How do you react when a supervisor requires you to do something that is not in line with your personal goals and objectives?

[Interviewer's Notes](#)

- Describe the results of a past conflict with a supervisor. How did it happen, whose fault was it, and how was it resolved?

[Interviewer's Notes](#)

- Tell me about a situation when you had to follow a rule or policy even though it kept you from getting the job done.

[Interviewer's Notes](#)

## Attitude

Tendency to have a positive attitude regarding people and outcomes.



## Behavioral Considerations

On the Attitude scale Mr. Rademeyer is below the designated Performance Model for this position. This suggests that his general response to others will be pessimistic compared to the most successful individuals in this position. Discussions with him should explore the possibility that for Mr. Rademeyer, the position may be overly challenging and could lead to frustration and a reduction in his level of performance.

## Interview Questions

- Tell me about a high stress situation when it was desirable for you to keep a positive attitude. What happened?

[Interviewer's Notes](#)

- Describe the last time you experienced a big change in the workplace, like a new set of regulations, for example. How did you feel about those changes?

[Interviewer's Notes](#)

- What role have you played in the recent past in which your team was unmotivated and how did you resolve the problem?

[Interviewer's Notes](#)

- Describe a specific time when your skepticism had a negative effect on a customer or client.

[Interviewer's Notes](#)

## Decisiveness

Uses available information to make decisions quickly.



## Behavioral Considerations

On the Decisiveness scale, Mr. Rademeyer is above the designated Performance Model for this position. This suggests that he may act without a thorough understanding of the related details. Discussions with him should determine the extent of his spontaneity in decision-making, and consider if his effectiveness could be enhanced by more deliberation.

## Interview Questions

- Tell me about a decision you made that you regret. How long did you deliberate before you made that decision?

[Interviewer's Notes](#)

- What role should coworkers play in your decision making process?

[Interviewer's Notes](#)

- Many situations at work will require fast thinking and speed in making decisions. Give me an example of a situation in which you were especially skillful in making a decision quickly.  
[Interviewer's Notes](#)
- Describe a situation in which you had to take immediate action in a crisis involving human life or severe financial consequences.  
[Interviewer's Notes](#)

## Accommodating

Tendency to be friendly, cooperative, agreeable. To be a team person.



## Behavioral Considerations

On the Accommodating scale Mr. Rademeyer is below the designated Performance Model for this position. This suggests that his patience with the opinions of others in the group is less than the position typically requires and that he could have a problem with the capability to resolve differences of opinion in an accommodating way. Discussions with him should explore the possibility that for Mr. Rademeyer, the position may be overly challenging and could lead to frustration and a reduction in his level of performance.

## Interview Questions

- When, if ever, is it appropriate to hold back and keep our thoughts to ourselves?  
[Interviewer's Notes](#)
- What is your viewpoint about co-workers that never speak their mind?  
[Interviewer's Notes](#)

- Give me an example of a time when another person really tried your patience. Specifically, talk about a time when you were angry or frustrated.

[Interviewer's Notes](#)

- When a co-worker is wrong about a work issue, what is the best way to discuss the issue with him or her?

[Interviewer's Notes](#)

## Independence

Tendency to be self-reliant, self-directed, to take independent action, and make own decisions.



### Behavioral Considerations

On the Independence scale Mr. Rademeyer is above the designated Performance Model for this position. This suggests that his self-reliance is greater than the position typically requires and that he may become frustrated by the level of supervisory attention typical of this position. Discussions with him should explore the possibility the position may be too challenging to maintain his motivation and/or level of performance.

### Interview Questions

- Just about anybody can give a routine, standard answer to common problems; however, the payoff is often in the development of unique solutions to common problems. Give me an example of one of your unique and novel problem solutions.

[Interviewer's Notes](#)

- Creative persons seem to offer fresh insights. Give me an example of a time when one of your insights was particularly well received by others.

[Interviewer's Notes](#)



- What is the best thing about clearly defined objectives and goals?  
[Interviewer's Notes](#)
- Describe your preferences concerning supervision of your work and explain the ideal situation that produces the best work you can do.  
[Interviewer's Notes](#)

## Objective Judgment

The ability to think clearly and be objective in decision-making.



## Behavioral Considerations

On the Judgment scale Mr. Rademeyer is below the designated Performance Model for this position. This suggests that his decision-making process is less objective than the position typically requires and that he could have a problem with the pragmatic nature of the job. Discussions with him should explore the possibility that for Mr. Rademeyer, the position could lead to frustration and a reduction in his level of performance.

## Interview Questions

- Describe a high-pressure situation you had to handle at work. Tell me what happened, who was involved and what you did in terms of problem solving.  
[Interviewer's Notes](#)
- Describe the process involved when you have to make a decision under pressure.  
[Interviewer's Notes](#)

- What sources of information do you typically use in reaching a decision at work?  
[Interviewer's Notes](#)
- Have you ever had to take decisive action based on your gut feelings alone? How did that make you feel?  
[Interviewer's Notes](#)